

**Subcommittee on Financial Services and General Government  
Outside Witness Testimony Instructions  
Fiscal Year 2016 Appropriations**

**Format:**

- Testimony (including any supporting material) should be a **maximum** of four (4) pages, on 8 ½” x 11” paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page, list the name of the person or organization submitting testimony; that it is prepared for the Subcommittee on State, Foreign Operations, and Related Programs; and which Department, Agency and/or Program the testimony is addressing.

**Delivery:**

- Delivery is by electronic submission only, as described below. Other forms of delivery, including fax and delivery through the U.S. mail, will not be accepted.
- Please e-mail testimony to **[finsec@appro.senate.gov](mailto:finsec@appro.senate.gov)** with the subject line “FY16 FSGG OWT.”
- To facilitate printing, we will only accept testimony in Microsoft Word or Word Perfect formats. **DO NOT SEND PDF FILES.**
- In the email, please include contact information (name, email, physical address and telephone).

**Deadline:**

All material must be received no later than close of business, **Friday, May 15, 2015**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Financial Services and General Government  
Committee on Appropriations  
United States Senate  
Washington, DC 20510  
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